



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Senior Management Assistant [Unclassified]</b>			Salary <b>P21 \$55,777.68 - \$78,967.17</b>
Posting Number <b>E477-21</b>	Position Number <b>953232</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/28/2021</b> To: <b>12/31/2021</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
Under direction of the Communicable Disease Service Infectious and Zoonotic Disease Program, provides administrative services in support for COVID-19 response activities. Assists in the development and review of policies and procedures; and assists in planning and organizing program activities. Recommends administrative policies designed to help achieve program goals to streamline efficiency of COVID-19 operations. Ensures that project target dates and/or deadlines are met and assists in resolving problems which may arise. Assists in the development and implementation of measures to ensure that directives of the program are properly carried out by the appropriate organizational units. Serves as program liaison to other department and division agencies to alleviate management and administrative problems related to COVID-19 program implementation and requirements and fulfill organizational needs and requirements by collaborating with information technology, grants, and human resources staff. Researches, analyzes, and shares information on proposed legislation affecting the programs or functions. Provides assignment, instruction, and supervision to other staff members. Drafts correspondence in the course of official duties. Prepares and directs the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b><i>PSTEEOH@doh.nj.gov</i></b></li> <li>Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E477-21 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*